

DELETION OF DEPOSIT BATCHES

Some agencies have been deleting deposit batches incorrectly.

Some agencies are using the 540, Batch Error Correction screen, to delete deposit batches. THIS IS INCORRECT. By using the 540 screen, the 37 Document Tracking Inquiry screen is not updated. As such, when Treasury attempts to approve the deposit, the 101 screen reflects a \$0.00 balance, but the 37 screen reflects the original amount of the deposit. This then results in a great deal of research being done in order to determine what action should be taken. Please, do not use the 540 screen for deleting deposit batches. We will notify you when you can use the 540 screen.

If an agency needs to delete a deposit batch (this should be a rare situation), the agency must delete the batch using the 510, Recall A Batch for Correction, screen. When the 510 screen is used, the deletion will be apparent when viewing the 37 screen. The 37 screen and the 101 screen will have the same balance.

As mentioned above, it should be rare that deposit batches should be deleted. Two examples of why deposit batches should be deleted are:

The user entered the deposit under the wrong user class (e.g. user class 15 instead of user class 20/21.) Delete the batch entered using user class 15 and re- enter using user class 20/21 using an alternate deposit ticket number, following established Treasury guidelines.

The user entered the document type and number with less than 8 digits (e.g. entered as a seven digit number instead of 8). Delete the batch with the seven or less digits and re-enter with the correct 8 digit number.

The steps to use the 510 screen to delete a deposit batch are:

a. Pull up the 530, View Batch Headers screen or the 520, View A Batch screen to recall a batch.

b. From the 520 screen, select the transaction to be deleted. Enter an "s" in the far left column and press F11, Correct Batch, function key.

c. 1. This will take you to the 510, Recall a Batch for Correction screen.

2. Press F3, Delete, function key. Confirm as necessary.

This only deletes the individual transaction associated with that specific sequence number.

3. Then, increment the sequence number and repeat the process until all the transactions identified for deletion have been processed.

d. 1. Press F2, Change header, function key.

2. Enter the correct "entered count" field and the "entered amount" field to equal the "computed count" field.

3. Press the F10, Save, function key.

4. Then press the F11, Recompute, function key. IT IS VERY IMPORTANT TO PRESS THE F11 RECOMPUTE KEY.

5. Then, press F6, Balance, function key.

6. If all transactions have been deleted, press F3, Delete, function key. Confirm as necessary. This deletes the batch header.

7. If only certain transactions were deleted, then press F6, Release, function key.

RMDS NAVIGATION

Users have asked for a tip on how to page through all the older versions of reports to get to the newer versions.

A quick way to get to the most recent report version is to press the M key and then press F8, Page Down function key.

This will bring up the most recent report version on your screen.

DOCUMENT TYPES RE-OPENED FOR FINAL PROCESSING IN FY 95

As found in OFM Year-end Letter No. 28 titled Opening of Selected Document Types dated 12-6-95, certain document types have been re-opened to allow processing transactions in FY 95.

The following document types have been opened: C5, Change Order; NR, Encumbrances not in ADPICS; GK, Direct Capital Outlay Pymts by Non-Component Units; D1-D4 PPRISM Payroll Interface Day 1-4; ZS, Payment Liquidation; and CC, Payment Cancellation. These document types will be available until 12-16-95.

ADPICS DOCUMENT CANCELLATION/ADPICS ADVICE OF CHANGE

DMB Office of Financial Management has re-opened Document Type C5 until December 16, 1995.

This will allow the users to use the ADPICS Document Cancellation Screen(PCHL8500) to liquidate any balances. You must use an **effective date of 09/31/1995** to liquidate the encumbrance in the 1995 fiscal year.

This will also allow the users to use the ADPICS Advice of Change process to change the accounting from the 1995 year to the 1996 year. In order to do this, it is necessary to **add a new line** for the 1996 accounting and use the "YP" interface. **Do not overtype the accounting line.** You will need to draw down the 1995 accounting to the liquidated amount by using the F11 Liqd Amt function key from the Purchase Order/Contract Accounting Information Summary screen (PCHL2344). If nothing has been liquidated, the 1995 detail line(s) can be deleted.

See the Year-End Closing Guide Chapter 14-Section 1 for additional guidance.

BATCHES ADDED TO THE IT FILE

On December 6, 1995, we successfully added 683 batches to the IT file. The majority (77%) of these batches contained transactions that had previously posted to the financial tables. We had to add them back to the IT file so they could finish processing and go to history. If they had already posted, the batches will be in edit mode 4. For these batches you need only to F6 Balance and F6 Release them. If they need central approval, please forward on the applicable screen prints as previously directed. The document types used with these transactions do not have to be available (open) in order for the transactions to finish processing and go to history.

For batches in edit mode 3, you need to fix the identified errors and release them for processing. You may wish to release them today and get a clean slate of what errors remain. If the document type has been closed, consider deleting the batch and re-entering it with a document type that is still available.

The following agencies were affected by this data fix:

AGENCY	TYPE	# of BATCHES	AGENCY	TYPE	# of BATCHES
05A	4	40	43L	W	1
071	G	4	43M	W	1
071	1	2	43S	W	2
071	4	7	43W	4	3
071	W	1	44C	4	1
078	1	5	472	W	1
07B	G	26	472	G	2
07C	4	8	47A	G	1
07I	G	6	47G	G	1
07K	W	2	47J	2	2
191	G	1	47M	G	1
231	W	1	47S	G	2
231	G	38	47W	W	1
231	5	1	47W	G	8
270	4	3	47Y	G	1
271	W	1	47Z	W	1
271	1	1	47Z	G	2
271	G	1	48A	G	25
275	G	3	48B	4	1
27M	4	2	48B	5	1
27N	4	4	511	8	2
28	4	1	511	G	1
28D	4	11	551	G	61
28G	4	2	551	8	6
28I	W	1	551	W	12
28I	4	1	551	1	1
28J	4	7	55C	G	1
28J	W	1	59C	4	12
28K	4	9	59C	W	1
28L	4	1	59E	5	10
28M	4	3	59E	G	2
28X	4	1	59F	4	37
28W	4	1	59F	W	3
28Z	5	2	59G	G	2
28Z	W	2	631	8	2
29A	4	4	631	G	2
29B	4	1	631	1	2
29D	4	2	63N	2	1

29E	5	5	63Q	4	2
313	G	13	675	W	5
313	W	2	675	G	5
313	8	1	676	G	1
313	1	2	67D	4	2
31A	4	3	751	G	13
31A	W	2	751	W	20
332	G	1	751	1	2
332	1	1	751	8	5
351	1	3	75A	4	2
351	G	9	791	G	5
35A	4	5	791	W	1
39C	W	1	801	G	2
39G	G	5	801	W	2
39H	2	1	80F	4	4
39H	G	1	80L	2	1
39T	G	8	900	8	3
431	W	2	900	W	1
431	2	1	901	W	1
431	G	85	911	5	1
431	8	4	918	G	2
43F	4	1	TRA	6	2
43H	W	2	TRB	5	1
43K	W	2	ZZA	R	15
43L	4	2			

We will fax a list of the batches to the chief accountant of each agency. The listing contains the batch date and batch number.

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